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18 MAR 1970

MEMORANDUM FOR: Chief, Building and Planning Staff, OL

SUBJECT : Space Planning

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1. [REDACTED] of your office met with representatives of OTR at 1300 hours, 16 March 1970 on subject. He asked for a memorandum by Wednesday, 18 March 1970, providing a preliminary reading on what OTR could accomplish in the way of space conservation and course changes to assist in freeing space so that dispersed offices could be regrouped and centralized.

2. The time allowed makes impossible an in-depth study of this matter by OTR but the following preliminary and tentative observations are provided as requested:

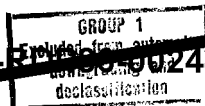
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a. The present OTR courses now at [REDACTED] can be shifted to [REDACTED]. Additional transportation facilities may have to be provided for [REDACTED] particularly for the AM(P), SMS(P), Managerial Grid courses and Support Services Review: Trends and Highlights.

b. The Administrative Training Faculty of the Support School consisting of seven personnel can be moved, if absolutely necessary, from Rosslyn to Glebe Road. This will provide approximately 2,500 square feet of space in Rosslyn. The move will create, of course, shuttle service and parking problems. The Management Training Faculty of the Support School in Rosslyn depends heavily, particularly in its Supervision Management courses, on the classroom and seminar configuration designed and built especially for it and cannot be accommodated at Glebe Road.

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c. Space can possibly be made available at [REDACTED] for tenant use providing such use is compatible with the cover and security of the Station and renovations of existing space, if required, is authorized.

d. The Office of the Director and Deputy Director of Training and that of the Chief, Agent and Liaison Training Branch, Operations School, located in Headquarters should be retained there.

e. The classrooms (controlled by OL) used in Headquarters are required for courses and briefings which must be held in that building. As a matter of fact, these spaces are being renovated at the direction of the Executive-Comptroller.

f. The Language School, located in Rosslyn, must be retained in its present space, marginal and unsatisfactory as it is, because suitable space, even with remodeling is not available elsewhere in OTR in the Washington area.

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3. If desired, OTR will study further the possible changes outlined above and implement same on a programmed basis.

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[REDACTED]
HUGH T. CUNNINGHAM

Director of Training

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